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CLAUSES

OF

RESERVE FORCES CIRCULARS

NO. 3

AFFECTING VOLUNTEERS

ISSUED SINCE THE

108797

LAST SITTING OF PARLIAMENT.

Presented to both Houses of Parliament by Command of Her Majesty.

LONDON:
PRINTED BY HARRISON AND SONS,
FOR HER MAJESTY'S STATIONERY OFFICE.
1871.

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00108797

CLAUSES OF RESERVE FORCES CIRCULARS affecting Volunteers issued since the last Sitting of Parliament.

Schools of Instruction for Officers of Reserve Forces.

(ISSUED AS A SPECIAL RESERVE FORCES CIRCULAR, 30TH AUGUST, 1870.)

1. Schools of Instruction for Officers of the Reserve Forces will be established at the following stations, viz.:— Reserve Forces Circulars, 1870, Clause 6.

For the Artillery, at Woolwich.
For the Engineers, at Chatham.
For the Infantry, at Aldershot, Glasgow, London, and Manchester.

2. Officers will be expected to remain under instruction for one calendar month, unless considered by the Officer Commanding the School to be qualified for certificates before the expiration of that period.

3. When 10 Officers at least are ready to join, a class will be formed. The class will assemble on the first day of the month, or on the second if the first be a Sunday.

4. After a class has been formed, Officers will be allowed to join from time to time, so long as the requirements of the service permit.

5. An Officer wishing to join a class must send his application for permission to do so through his Commanding Officer to the Inspector-General of Reserve Forces, War Office. The application (which will be made on W. O. Form 578 given in the Appendix) will specify the school which he wishes to join, and the time when he will be able to attend. It is desirable that each Officer should name as many months as possible. The Officer will sign the declaration at the foot of the Form, to the effect that he will conform to the rules of the School of Instruction, and will not leave before the termination of one month from the date of his joining without the written sanction of the Officer Commanding. The Form contains a certificate, to be signed by the Adjutant, and countersigned by the Commanding Officer of the Regiment, Brigade or Battalion to which the Officer belongs, that he has been properly instructed in the subjects mentioned in the form of certificate.

6. Officers will receive an allowance of 5*s*. a-day for a period of one month whilst under instruction. They will be allowed to remain at the school for a further period not exceeding one month, if the requirements of the service permit; but during the extension of their stay, they will not be entitled to the above-mentioned allowance. Application for the allowance will be made after the receipt by an Officer of his certificate. If he fails to obtain a certificate, no allowance will be made to him, unless he has been obliged to leave from sickness.

Reserve Forces Circulars, 1870, Clause 6—*continued.*

7. Available quarters will as far as possible be assigned to Officers both of Militia and Volunteers, and when quarters are thus assigned, fuel and light will be granted. When quarters are not available, an allowance of 2*s.* 3*d.* a-day in lieu of lodging, fuel and light, will be given.

8. Candidates for commissions in the Reserve Forces may be attached to schools of instruction if they should desire it. The application of any such Candidate will be forwarded to the Secretary of State by the Lord-Lieutenant who intends to recommend him for a commission, the application giving the information and enclosing the certificates specified in Section 5. The certificate in regard to knowledge of drill may be signed by the Adjutant, and countersigned by the Commanding Officer of the Regiment for which the Candidate is to be recommended, or by the Adjutant and Commanding Officer of any other Regiment, Brigade or Battalion of Regular or Reserve Forces in which he may have received instruction.

9. It is particularly requested that no fees may be paid to Non-Commissioned Officers or Rank and File employed in the schools of instruction.

10. At the conclusion of the course of instruction each Officer or Candidate if found qualified will be granted a certificate on W. O. Form 580, 581, 585, 596, 544, or 562, as the case may be, given in the Appendix, showing that he has passed a satisfactory examination in the subjects therein mentioned.

11. Any further knowledge of drill, &c., that an Officer may have acquired at the School of Instruction will be also certified to by the Commandant.

APPENDIX TO CLAUSE 6.

APPENDIX TO CLAUSE 6.

(W. O. Form [illegible].)

January_____
February_____
March_____
April_____
May_____
June_____
July_____
August_____
September_____
October_____
November_____
December_____

I request permission to attend a course of instruction of one calendar month's duration at the School of Instruction for Officers of Reserve Forces at

_____

I shall be able to attend in any of the months against which I have written the word "yes," *see* margin.

I hereby declare that I will conform to the rules of the School of Instruction, and will not leave before the termination of one month from the date of my joining, without the written sanction of the Officer Commanding.

*Name*_____

*Rank*_____

*Corps*_____

*Date*_____

[OVER.

Appendix to Clause 6—*continued.*

(W.O. Form 578—*continued.*)

FOR OFFICERS OF MILITIA ARTILLERY, AND ARTILLERY VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with the drill of a Company in close order, and with the Carbine Manual and Platoon Exercise.

That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

That he can make readily the following knots, viz., reef, bowline, close-hitch, 2 half-hitches, timber-hitch, catspaw, inside clinch.

Signed _____, *Adjutant.*

Countersigned _____, *Commanding Militia Regiment or Volunteer Brigade.*

Date _____

FOR OFFICERS OF ENGINEER VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with the drill of a Company in close order, and with the Carbine Manual and Platoon Exercise.

That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

That he has studied the "Sapper's Manual," or the following portions of the "Instructions in Military Engineering."

Paragraphs 11-27, 35, 36–44, 90–93, 100–144, 483–541, 588–594.

Signed _____, *Adjutant.*

Countersigned _____, *Commanding Volunteer Battalion.*

Date _____

FOR OFFICERS OF INFANTRY MILITIA AND RIFLE VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with Part I. Field Exercise, and with the Rifle Manual and Platoon Exercise.

Signed _____, *Adjutant.*

Countersigned _____, *Commanding Militia Regiment or Volunteer Battalion.*

Date _____

Appendix to Clause 6—*continued.*

(W. O. Form 580.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF MILITIA ARTILLERY, AND ARTILLERY VOLUNTEERS.

I certify that_____, of the_____ is thoroughly acquainted with and capable of directing the drill and practice of _____,* and that he has a knowledge of their ammunition, and the simpler methods of mounting and dismounting them.†

That he is competent to superintend the keeping of regimental and store books.

That he is conversant with the drill of a battalion, the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is Examined .. .. .. _____

*Date*_____

* Here insert the description of guns used by the Corps or Administrative Brigade to which the Field Officer belongs.

† The knowledge of mounting and dismounting guns will not be insisted upon in places where no opportunity has been afforded of practical instruction therein.

Appendix to Clause 6—*continued.*

(War Office Form 581.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS AND SUB-ALTERNS OF MILITIA ARTILLERY, AND ARTILLERY VOLUNTEERS, AND FOR SERJEANTS OF ARTILLERY VOLUNTEERS.

I certify that_____, of the_____ is thoroughly acquainted with, and capable of directing the drill and practice of_____,* and that he has a knowledge of their ammunition, and the simpler methods of mounting and dismounting them.† That he is acquainted with the manner of keeping regimental and store books. That he is conversant with the drill of a company in close order, and with the Carbine Manual and Platoon Exercise. That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .... _____

If the Officer is examined by a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Brigade .... _____

_____

_____

*Date*_____

* Here insert the description of guns used by the Corps to which the Officer or Serjeant belongs.

† The knowledge of mounting and dismounting guns will not be insisted upon in places where no opportunity has been afforded of practical instruction therein.

Appendix to Clause 6—*continued.*

W. O. Form 585.

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF ENGINEER VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with, and competent to superintend, the execution of those portions of the "Instructions in Military Engineering," or of the "Sapper's Manual" against which the word *Yes* is written in the column for that purpose.*

Enter "Yes" where necessary.	No.	Instruction in Military Engineering. Paragraphs.	Subjects.	Enter "Yes" where necessary.	No.	The Sapper's Manual. References.	Subjects.
	1	11–27 & 35.	Making and estimating for gabions and fascines.		1	Chap. I., Sec. 1–12.	Hasty defences.
	2	36–44. 90–93.	Trenches. Rifle pits.		2	Chap. I., Sec. 12–23. Chap. II., Sec. 24–32	Defence of posts. Field works.
	3	100–144.	Tracing, estimating, and executing batteries.		3	Chap. II., Sec. 33–45.	Defilade and obstacles, &c.
	4	154–157. 159–171.	Accessories to batteries.		4	Chap. III.	Batteries.
	5	344–347. 366–395.	General principles of bridges, measurements without instruments, knotting, and splicing.		5	Chap. IV., Sec. 56–62.	Throwing up earthworks.
	6	429–437.	Bridges of casks.		6	Chap. IV., Sec. 63–68.	Execution of the work.
	7	446–464. 470–474.	Spar bridges. Trestle bridges.		7	Chap. V.	Revetting materials.
	8	483–489. 510–511.	Defence of positions. Defence of posts.		8	Chap. VI.	Revetments.
	9	490–509. 512–516.	Obstacles. Hasty entrenchments.		9	Chap. VII.	Details of batteries.
	10	517–527.	Field works.		10	Chap. X. From instruction.	Field kitchens. Boning and levelling.
	11	528–536.	Hasty field redoubt.		11	From instruction.	Trenches, &c.
	12	536–541. 588–594.	Field kitchens. Boning and levelling.		12	From instruction.	Bridges of casks.

That he is conversant with the drill of a battalion, the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .. .. .. _____

Date _____

* The Candidate for a certificate of proficiency may elect the subjects either from the "Instruction in Military Engineering," or from the "Sapper's Manual." In the former case Nos. I., II., III., and VIII., are obligatory, and in the latter case Nos. I., II., V., VII., and VIII.; in either case he must be proficient in at least two other Nos. chosen from the same list, and his proficiency will be entered in the proper column.

Appendix to Clause 6—*continued.*

(W.O. Form 596.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS, SUBALTERNS, AND SERJEANTS OF ENGINEER VOLUNTEERS.

I certify that _____, of the _____ is acquainted with, and competent to take charge of, the execution of those portions of the "Instructions in Military Engineering," or of the "Sapper's Manual" against which the word *Yes* is written in the columns for that purpose.

Enter "Yes" where necessary.	No.	Instruction in Military Engineering. Paragraphs.	Subjects.	Enter "Yes" where necessary.	No.	The Sapper's Manual. References.	Subjects.
	1	11–27 & 35.	Making and estimating for gabions and faschines.		1	Chap. I., Sec. 1–12.	Hasty defences.
	2	36–44. 90–93.	Trenches. Rifle pits.		2	Chap. I., Sec. 12–23. Chap. II., Sec. 24–32.	Defence of posts. Field works.
	3	100–144.	Tracing, estimating, and executing batteries.		3	Chap. II, Sec. 33–45.	Defilade and obstacles, &c.
	4	154–157. 159–171.	Accessories to batteries.		4	Chapter III.	Batteries.
	5	344–347. 366–395.	General principles of bridges, measurements without instruments, knotting, and splicing.		5	Chap. IV., Sec. 56–62.	Throwing up earthworks.
	6	429–437.	Bridges of casks.		6	Chap. IV., Sec. 63–68.	Execution of the work.
	7	446–464. 470–474.	Spar bridges. Trestle bridges.		7	Chap. V.	Revetting materials.
	8	483–489. 510–511.	Defence of positions. Defence of posts.		8	Chap. VI.	Revetments.
	9	490–509. 512–516.	Obstacles. Hasty entrenchments.		9	Chap. VII	Details of batteries.
	10	517–527.	Field works.		10	Chap. X. From instruction.	Field kitchens. Boning and levelling.
	11	528–536.	Hasty field redoubt.		11	From instruction	Trenches, &c.
	12	536–541. 588–594.	Field kitchens. Boning and levelling.		12	From instruction.	Bridges of casks.

That he is conversant with the drill of a company in close and extended order, and able to give instruction in the same. That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .... _____

If the Officer is examined by a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Battalion .... _____ _____ _____

Date _____

* The Candidate for a certificate of proficiency may elect the subjects either from the "Instruction in Military Engineering," or from the "Sapper's Manual." In the former case Nos. I., II., III., and VIII., are obligatory, and in the latter case Nos. I., II., V., VII., and VIII.; in either case he must be proficient in at least two other Nos. chosen from the same list, and his proficiency will be entered in the proper column.

Appendix to Clause 6—*continued.*

(W. O. Form 544.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF INFANTRY MILITIA AND RIFLE VOLUNTEERS.

I certify that _____, of the _____ is thoroughly conversant with the drill of a battalion, and able to give instruction in the same.

That he can command a battalion in brigade.

That he is competent to superintend instruction in aiming and position drill, blank firing, and ball practice, in accordance with the "Musketry Regulations for the Army."

That he is acquainted with the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, Line or Militia Regiment, or of Field Officer by whom the Candidate is examined* .... } _____

*Signature of Inspecting Officer** _____ _____

Date _____

* Applicable only to the case of Volunteer Officers attached to Regiments of Militia.

Appendix to Clause 6—*continued.*

(W. O. Form 562.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS AND SUBALTERNS OF INFANTRY MILITIA AND RIFLE VOLUNTEERS, AND FOR SERJEANTS OF RIFLE VOLUNTEERS.

I certify that_____, of the_____ is thoroughly conversant with the drill of a company in close and extended order, and able to give instruction in the same.

That he is competent to instruct a squad in aiming and position drill and blank firing, and to conduct its ball practice in accordance with the Musketry Regulations for the Army.

That he can command a guard, and is acquainted with the mode of marching reliefs, and posting sentries.

Signature of the Officer Commanding School, Line or Militia Regiment, or of Field Officer by whom the Candidate is examined* .... _____

*Signature of Inspecting Officer** _____

If the Officer is examined by a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Battalion .... _____ _____ _____

*Date*_____

* Applicable only to the case of Volunteer Officers attached to Regiments of Militia.

Special Capitation Allowance.

Special Capitation Allowance.

(ISSUED AS A SPECIAL RESERVE FORCES CIRCULAR, 30TH AUGUST, 1870.)

With a view to give encouragement to Officers and Serjeants of Volunteers in acquiring a thorough knowledge of their duties, a special Capitation Allowance of 2*l.* 10*s.* will in future be given to each Combatant Officer or Serjeant of Volunteers, not including the Permanent Staff, who obtains a certificate of proficiency as hereinafter prescribed. Reserve Forces Circulars, 1870, Clause 21.

This allowance will be in addition to the 20*s.* or 30*s.*, as the case may be, which an Officer or Serjeant may have earned under Articles 259 or 260 of the Volunteer Regulations.

A certificate may be obtained in one of the following modes:—

1. Officers of Artillery, Engineer, and Rifle Volunteers, may qualify for Certificates of Proficiency by attending Schools of Instruction for Reserve Forces under the regulations contained in Clause 6 of the present Reserve Forces Circular.

2. An Officer of Light Horse Volunteers may qualify for a certificate by being attached to a regiment of Cavalry for a period of one month, and an Officer of Rifle Volunteers by being attached for a similar period to a regiment of Infantry, or to an Infantry regiment of Militia for the period of its annual training.

An Officer wishing to be so attached will apply to the War Office, through his Commanding Officer, on W.O. Form 525 or 526, as the case may be (*see* copies of these Forms in the Appendix), which contains a certificate to be signed by the Adjutant and countersigned by the Commanding Officer of the Corps of Light Horse, or Battalion of Rifle Volunteers, that the Officer applying possesses a certain knowledge of drill.

The usual fee of 1*l.* will be payable by the Officer thus attached to the Serjeant-Major or Serjeant who has been detailed to instruct him.

At the conclusion of the course of instruction, the Officer if found qualified will be granted a certificate on W. O. Form 527, 528, 544 or 562, as the case may be (*see* copies of these Forms in the Appendix), showing that he has passed a satisfactory examination in the subjects therein mentioned. The certificate will be signed by the Officer Commanding the Regiment to which the Officer has been attached, and in the case of a Militia Regiment will be countersigned by the Inspecting Officer of that Regiment.

3. Officers of all Arms may, if they prefer it, receive the necessary instruction from the Adjutant and Serjeant Instructors of their Corps, Brigade, or Battalion, whose duty it is to afford such instruction, and, on a Commanding Officer notify-

Special Capitation Allowance—*continued.*

Reserve Forces Circulars, 1870, Clause 21—*continued.*

ing to the War Office that any Officers under his command are prepared, the necessary directions will be given for their examination by a Field Officer of the Regular Forces senior to the Officers to be examined.

In the case of Captains or Subalterns, arrangements will, if it be desired by their Commanding Officer, be made for their examination at the Head-Quarters of their Corps, Brigade, or Battalion, instead of their proceeding to a military station. In such case they will be examined by a Board consisting of one Field Officer of Reserve Forces (who has a certificate of proficiency) and two Adjutants; and, if found qualified, be granted certificates on W.O. Forms above-mentioned; and for Artillery and Engineers on W.O. Form 580, 581, 585, or 596.

Certificates of qualification to Officers of Mounted Rifle Volunteers will be given on W.O. Form 529, by the Officer who inspects the Corps, or on W.O. Form 536, by the Commanding Officer of the Corps, countersigned by the Inspecting Officer.

If at an inspection of Volunteers at which a Field Officer is in Command, an Inspecting Officer is satisfied that such Field Officer is fully qualified for the performance of his duty, he may sign the certificate of proficiency on W.O. Form 527, 580, 585, 529, or 544, as the case may be, instead of such Officer being specially examined. This regulation will not apply to any Officer who receives his promotion or appointment to the rank of Field Officer on or after the 1st January, 1871.

4. Serjeants will be examined by the Adjutant of the Corps, Brigade, or Battalion, to which they belong, and their Certificates of Proficiency on W.O. Form 528, 581, 596, 536 or 562, will be signed by such Adjutant, countersigned by the Commanding Officer of their Corps (in the case of Light Horse or Mounted Rifles), Brigade (in the case of Artillery), or Battalion (in the case of Rifles).

5. After an Officer or Serjeant shall have received a Certificate of Proficiency in one of the modes above prescribed, he will be entitled to earn the Special Capitation Allowance of 2*l.* 10*s.*, on the Commanding Officer certifying in the Annual Return and Nominal Roll that he continues to possess a competent knowledge of the subjects mentioned in the Certificate.

Should such Officer or Serjeant, however, be found at Inspection to be unacquainted with his duty, the Inspecting Officer will notice the fact in his Confidential Report, and the Officer or Serjeant will be disqualified from earning the Special Capitation Allowance until he shall have again been examined and obtained a fresh Certificate of Proficiency. It will be the duty of Inspecting Officers to examine into and report upon the qualifications of Officers and Serjeants of Volunteers, and to report any cases in which they are imperfectly instructed.

6. Officers holding Certificates of Proficiency will be allowed to have the letter p., and p.s. if they have passed through a

Special Capitation Allowance—*continued.*

School of Instruction, placed after their names in the Army List. Communications on this subject should be addressed by Officers through their Commanding Officers to the Under Secretary of State for War, with the words "Army List" in the corner of the cover. **The Certificate of Proficiency should accompany the application.*

Reserve Forces Circulars, 1870, Clause 21—*continued.*

7. Serjeants holding such Certificates may be allowed by their Commanding Officers to have a star embroidered on the sleeve above the chevrons.

* The words printed in italics have been added to the Clause since it was issued as a Special Circular on 27th September, 1870.

APPENDIX TO CLAUSE 21.

APPENDIX TO CLAUSE 21.

(W. O. Form 525.)

I request permission to be attached to the _____ Regiment of _____, for a period of one calendar month; and I hereby promise that I will obey the orders of the Officer Commanding, and will not cease attendance at the drills ordered by him until the expiration of the above period, unless I should receive his written authority to do so.

Name _____

Rank _____

Corps _____

Date _____

FOR OFFICERS OF LIGHT HORSE VOLUNTEERS.

I certify that _____, of the _____ can ride well, and that he is well acquainted with the Carbine and Sword Exercise.

Signed _____, *Adjutant.*

Countersigned _____, *Commanding Volunteer Corps.*

FOR OFFICERS OF RIFLE VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with Part I. Field Exercise, and with the Rifle Manual and Platoon Exercise.

Signed _____, *Adjutant.*

Countersigned _____, *Commanding Volunteer Battalion.*

Appendix to Clause 21—*continued.*

(W. O. Form 526.)

I request permission to be attached to the_____ regiment of Militia for the period of its annual training; and I hereby promise that I will obey all orders given by the Officer Commanding, and that I will not quit the regiment before the expiration of the training period without the written authority of the Officer Commanding.

*Name*_____

*Rank*_____

*Corps*_____

Date _____

FOR OFFICERS OF RIFLE VOLUNTEERS.

I certify that_____, of the_____ is well acquainted with Part I. Field Exercise and with the Rifle Manual and Platoon Exercise.

Signed _____, *Adjutant.*

*Countersigned*_____, *Commanding Volunteer Battalion.*

Appendix to Clause 21—*continued.*

(W. O. Form 527.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF LIGHT HORSE VOLUNTEERS.

I certify that _____ of the _____ is conversant with and able to give instruction in the evolutions of a regiment of cavalry.

That he is competent to superintend instruction in carbine and sword exercise, in aiming and position drill, and blank firing, and the performance of ball practice, in accordance with the Musketry Regulations of the Army.

That he is conversant with and able to give instruction in the duties of Escorts, Advanced and Rear Guards, Patrols, Picquets, and Foraging Parties.

Signature of Officer Commanding Line Regiment, or of Field Officer by whom the Candidate is examined .... } _____

Date _____

Appendix to Clause 21—*continued.*

(W. O. Form 528.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS SUBALTERNS, AND SERJEANTS OF LIGHT HORSE VOLUNTEERS.

I certify that_____, of the_____ is conversant with and able to give instruction in the carbine and sword exercises. That he is able to drill a troop in the evolutions prescribed in the Cavalry Regulations. That he is competent to instruct a squad in aiming and position drill, and blank firing, and to conduct its ball practice, in accordance with regulations.

That he is conversant with the duties of Escorts, Advanced and Rear Guards, Patrols, Picquets, and Foraging Parties.

Signature of Officer Commanding Line Regiment, or of Field Officer by whom the Candidate is examined .... _____

If the Officer is examined before a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Corps .... _____

_____

_____

*Date*_____

Appendix to Clause 21—*continued.*

(W. O. Form 580.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF MILITIA ARTILLERY AND ARTILLERY VOLUNTEERS.

I certify that _____, of the _____ is thoroughly acquainted with and capable of directing the drill and practice of _____,* and that he has a knowledge of their ammunition, and the simpler methods of mounting and dismounting them.†

That he is competent to superintend the keeping of regimental and store books.

That he is conversant with the drill of a battalion, the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .. .. — - - - —

Date _____

* Here insert the description of guns used by the Corps or Administrative Brigade to which the Field Officer belongs.

† The knowledge of mounting and dismounting guns will not be insisted upon in places where no opportunity has been afforded of practical instruction therein.

Appendix to Clause 21—*continued.*

(W.O. Form 581.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS AND SUBALTERNS OF MILITIA ARTILLERY AND ARTILLERY VOLUNTEERS, AND FOR SERJEANTS OF ARTILLERY VOLUNTEERS.

I certify that_____, of the_____ is thoroughly acquainted with, and capable of directing the drill and practice of_____,* and that he has a knowledge of their ammunition, and the simpler methods of mounting and dismounting them.† That he is acquainted with the manner of keeping regimental and store books. That he is conversant with the drill of a company in close order, and with the Carbine Manual and Platoon Exercise, and is able to give instruction in the same. That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .. .. _____

If the Officer is examined by a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Brigade .... _____

_____

_____

*Date*_ _____

* Here insert the description of guns used by the Corps to which the Officer or Serjeant belongs.

† The knowledge of mounting and dismounting guns will not be insisted upon in places where no opportunity has been afforded of practical instruction therein.

Appendix to Clause 21—*continued.*

(W. O. Form 585.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF ENGINEER VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with, and competent to superintend, the execution of those portions of the "Instructions in Military Engineering," or of the "Sapper's Manual," against which the word *Yes* is written in the column for that purpose.*

Enter "Yes" where necessary.	No.	Instruction in Military Engineering. Paragraphs.	Subjects.	Enter "Yes" where necessary.	No.	The Sapper's Manual. Reference.	Subjects.
	1	11–27 & 35.	Making and estimating for gabions and fascines.		1	Chap. I., Sec. 1–12.	Hasty defences.
	2	36–44. 90–93.	Trenches Rifle pits.		2	Chap. I., Sec. 12–23. Chap. II., Sec. 24–32.	Defence of posts. Field works.
	3	100–144.	Tracing, estimating, and executing batteries.		3	Chap. II., Sec. 33–45.	Defilade and obstacles, &c.
	4	154–157. 159–171.	Accessories to batteries.		4	Chap. III.	Batteries.
	5	344–347. 366–395.	General principles of bridges, measurements without instruments, knotting, and splicing.		5	Chap. IV., Sec. 56–62.	Throwing up earthworks.
	6	429–437.	Bridges of casks.		6	Chap. IV., Sec. 63–68.	Execution of the work.
	7	446–464. 470–474.	Spar bridges. Trestle bridges.		7	Chap. V.	Revetting materials.
	8	483–489. 510–511.	Defence of positions. Defence of posts.		8	Chap. VI.	Revetments.
	9	490–509. 512–516.	Obstacles. Hasty entrenchments.		9	Chap. VII.	Details of batteries.
	10	517–527.	Field works.		10	Chap. X. From instruction.	Field kitchens. Boning and levelling.
	11	528–536.	Hasty field redoubt.		11	From instruction.	Trenches, &c.
	12	536–541 588–594.	Field kitchens. Boning and levelling.		12	From instruction.	Bridges of casks.

That he is conversant with the drill of a battalion, the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .... _____

Date _____

* The Candidate for a certificate of proficiency may elect the subjects either from the "Instruction in Military Engineering" or from the "Sapper's Manual." In the former case Nos. I., II., III., and VIII., are obligatory, and in the latter case Nos. I., II., V., VII., and VIII., in either case he must be proficient in at least two other Nos. chosen from the same list, and his proficiency will be entered in the proper column.

Appendix to Clause 21—*continued.*

(W. O. Form 596.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS, SUBALTERNS, AND SERJEANTS, OF ENGINEER VOLUNTEERS.

I certify that _____, of the _____ is well acquainted with, and competent to take charge of, the execution of those portions of the "Instructions in Military Engineering," or of the "Sapper's Manual," against which the word *Yes* is written in the columns for that purpose.*

Enter "Yes" where necessary.	No.	Instruction in Military Engineering. Paragraphs.	Subjects.	Enter "Yes" where necessary.	No.	The Sapper's Manual. Reference.	Subjects.
	1	11–27 & 35	Making and estimating for gabions and fascines.		1	Chap. I., Sec. 1–12.	Hasty defences.
	2	36–44. 90–93	Trenches. Rifle pits.		2	Chap. I., Sec. 12–23. Chap. II., Sec. 24–32.	Defence of posts. Field works.
	3	100–141.	Tracing, estimating, and executing batteries.		3	Chap. II., Sec. 33–45.	Defilade and obstacles, &c.
	4	154–157. 159–171.	Accessories to batteries.		4	Chap. III.	Batteries.
	5	314–347. 366–395.	General principles of bridges, measurements without instruments, knotting, and splicing.		5	Chap. IV., Sec. 56–62.	Throwing up earthworks.
	6	429–437.	Bridges of casks.		6	Chap. IV., Sec. 63–68.	Execution of the work.
	7	446–464. 470–474.	Spar bridges. Trestle bridges.		7	Chap. V.	Revetting materials.
	8	483–489. 510–511.	Defence of positions. Defence of posts.		8	Chap. VI.	Revetments.
	9	490–509. 512–516.	Obstacles. Hasty entrenchments.		9	Chap. VII.	Details of batteries.
	10	517–527.	Field works.		10	Chap. X. From instruction.	Field kitchens. Boning and levelling
	11	528–536.	Hasty field redoubt.		11	From instruction	Trenches, &c.
	12	536–541. 588–594.	Field kitchens Boning and levelling.		12	From instruction.	Bridges of casks.

That he is conversant with the drill of a company in close and extended order, and able to give instruction in the same. That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

Signature of Officer Commanding School, or of Field Officer by whom the Candidate is examined .... _____

If the Officer is examined by a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Battalion .... _____

Date _____

* The Candidate for a certificate of proficiency may elect the subjects either from the "Instruction in Military Engineering," or from the "Sapper's Manual." In the former case Nos. I., II., III., and VIII., are obligatory, and in the latter case Nos. I., II., V., VII., and VIII., in either case he must be proficient in at least two other Nos. chosen from the same list, and his proficiency will be entered in the proper column.

Appendix to Clause 21—*continued.*

(W. O. Form 529.)

CERTIFICATE OF PROFICIENCY FOR FIELD AND OTHER COMMANDING OFFICERS OF MOUNTED RIFLE VOLUNTEERS.

I certify that _____ of the _____ is conversant with, and able to give instruction in the various subjects contained in the Manual of Drill for Mounted Rifle Volunteers. That he is acquainted with the sword exercise and the platoon exercise for the short Rifle. That he is competent to superintend instruction in aiming and position drill and blank firing, and the performance of ball practice in accordance with the Musketry Regulations for the Army.

Signature of Inspecting Officer _____

Date _____

Appendix to Clause 21—*continued.*

(W.O. Form 536.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS (NOT BEING COMMANDING OFFICERS), SUBALTERNS, AND SERJEANTS OF MOUNTED RIFLE VOLUNTEERS.

I certify that _____, of the _____ is conversant with, and able to give instruction in the sword exercise and the platoon exercise for the short Rifle. That he is able to drill a company in the evolutions laid down in the Manual of Drill for Mounted Rifle Volunteers. That he is competent to instruct a squad in aiming and position drill, and blank firing, and to conduct its ball practice in accordance with the Musketry Regulations for the Army.

*Signature of Officer Commanding Volunteer Corps*_____

Countersignature of Inspecting Officer _____

In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Corps _____

*Date*__

Appendix to Clause 21—*continued.*

(W. O. Form 544.)

CERTIFICATE OF PROFICIENCY FOR FIELD OFFICERS OF INFANTRY MILITIA AND RIFLE VOLUNTEERS.

I certify that _____, of the _____ is thoroughly conversant with the drill of a battalion, and able to give instruction in the same.

That he can command a battalion in brigade.

That he is competent to superintend instruction in aiming and position drill, blank firing and ball practice, in accordance with the "Musketry Regulations for the Army."

That he is acquainted with the proper mode of route marching, and the duties of guards.

Signature of Officer Commanding School, Line or Militia Regiment, or of Field Officer by whom the Candidate is examined* .... _____

*Signature of Inspecting Officer** _____

Date _____

* Applicable only to the case of Volunteer Officers attached to Regiments of Militia.

Appendix to Clause 21—*continued.*

(W. O. Form 562.)

CERTIFICATE OF PROFICIENCY FOR CAPTAINS AND SUBALTERNS OF INFANTRY MILITIA AND RIFLE VOLUNTEERS, AND FOR SERJEANTS OF RIFLE VOLUNTEERS.

I certify that _____, of the _____ is thoroughly conversant with the drill of a company in close and extended order, and able to give instruction in the same.

That he is competent to instruct a squad in aiming and position drill and blank firing, and to conduct its ball practice in accordance with regulations.

That he can command a guard, and is acquainted with the mode of marching reliefs and posting sentries.

Signature of Officer Commanding School, Line or Militia Regiment, or of Field Officer by whom the Candidate is examined* .... _____

*Signature of Inspecting Officer** _____

If the Officer is examined before a Board, signatures of the members of the Board. In the case of a Serjeant, signature of the Adjutant, countersigned by the Officer Commanding Volunteer Battalion .... _____ _____ _____

Date _____

* Applicable only to the case of Volunteer Officers attached to Regiments of Militia.

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Camps.

(ISSUED AS A SPECIAL RESERVE FORCES CIRCULAR, 31ST AUGUST, 1870.)

1. A portion of the Volunteer Force will be assisted to form Camps of Exercise in each year, and for this purpose the following Paragraphs will be substituted for Section 29 of Reserve Forces Circular No. 1 and Article 112 of the Volunteer Regulations 1863. Reserve Forces Circulars, 1870, Clause 22.

2. When a Brigade or Battalion of Volunteers wishes to form a Camp, the Commanding Officer will apply (on W.O. Form 1644), to the General Officer Commanding the District, who after obtaining the concurrence of the Lord-Lieutenant of the County will apply for the authority of the Secretary of State for the formation of the Camp.

3. The application must, in future, be made to the General Officer of the District not later than the 31st March in each year, as in the event of applications for permission being numerous, it will be necessary for the Secretary of State to decide which Brigades or Battalions can be allowed to form Camps.

4. Upon receiving from the General Officer Commanding the District authority for the formation of the Camp, the Commanding Officer will transmit to the local Controller a requisition for Camp Equipage upon W. O. Form 1645.

5. No camp equipage will be issued, unless the requisition is forwarded at least one month* before the time proposed for the encampment, and its issue must depend upon the supplies in store and the requirements of the public service.

6. When Camps are formed by Volunteer Corps under proper authority, and when such Camps last for 3 clear days exclusive of the days of joining and breaking up, the camp equipage lent from the public stores will be conveyed to and from the camp free of cost, and the expense of viewing the same, when returned to the Control Department, either at the camp or at the Government Stores, as well as the ordinary cost of cleaning, will be borne by the public.

7. Arrangements will be made, when practicable, for the supply of rations at the Government contract rate.

8. To cover the cost of the erection of cooking apparatus and other contingent expenses, a sum will be allowed amounting,

* If there should not be sufficient time to give the prescribed notices this year, applications will be treated specially.

Camps—*continued.*

Reserve Forces Circulars, 1870, Clause 22—*continued.*

in the whole, to 2*s.* 6*d.* a head for the average number of all ranks, shown by the Return given in the Appendix to have been present and effective during the Camp.

9. The Annual Inspection will be made in camp.

10. At the termination of the encampment a Return on W.O Form 569 (*see* copy in the Appendix to this Clause) will be prepared, signed by the Commanding Officer and Adjutant, and handed to the Inspecting Officer, who will countersign and transmit it, with such observations as he may think fit to make, with his Inspection Report.

11. The payment of the Grant will depend upon the Certificate annexed to the Return being in every respect satisfactory.

12. When a Brigade or Battalion wishes to occupy Barracks, the Commanding Officer will make application as in Paragraph 2.

APPENDIX TO CLAUSE 22.

(W. O. Form 569.)

_____ VOLUNTEER _____.

Camp at _____

DAILY STATE.

Date.	Field Officers.	Captains.	Subalterns.	Staff.	Staff Serjeants.	Serjeants.	Rank and File.	Buglers and Band.	Total, all Ranks.	Remarks.

Average number of all Ranks _____

Diary.

Date.	How Employed.	Remarks.

DAILY STATE OF SICK.

Date.		Remarks.

_____ *Surgeon.*

Appendix to Clause 22—*continued.*

I certify that the camp was formed on the _____ and broken up on the _____ instant. That strict discipline has been maintained, and proper sanitary precautions have been adopted. Quarter and rear guards have been mounted, and orderly Officers and Serjeants detailed daily. There have been not less than three battalion and six company drills. The average number of all ranks in camp daily has been _____. The conduct of the camp has been _____.*

The battalion was inspected in camp on the _____

(Signed)_____ *Commanding Officer.*

_____ *Adjutant.*

(Countersigned)_____ *Inspecting Officer.*

Camp _____

18____.

* Should there have been any grave cases of misconduct they must be reported.

Field Exercise and Evolutions.

Any Commanding Officers of Volunteers who may not have already adopted the new drill as laid down in the revised edition of the book of Field Exercise and Evolutions of Infantry, dated Horse Guards, 1st September, 1870, will now do so, subject to the following modifications:— Reserve Forces Circulars, 1870, Clause 23.

1. Volunteers, although armed with the long Enfield Rifle, will be instructed in the Manual Exercise prescribed for the short Enfield Rifle, except as regards the modes of fixing and unfixing bayonets, in which instances the directions laid down for the long rifle will be followed. All orders contained in the Field Exercise for the guidance of troops carrying the short rifle are applicable to Volunteers, although armed with the long rifle.

2. Volunteers whilst armed with muzzle-loading rifles, will be instructed in the Platoon Exercise, in the mode laid down for the short rifle in the edition of the Field Exercise, dated January 1862.

3. It is not necessary that the Volunteers should be instructed in the slow step.

4. When a Corps of the strength of a Company or a Subdivision is drawn up by itself in line at open order to receive an Inspecting Officer, the position of the Commandant is six paces in front of the centre. This is also his post when the ranks are closed, as well as when the Corps is marching past the Inspecting Officer.

5. Copies of the new Pocket Edition of the Field Exercise may be purchased at a cost of 1*s.* each from the following publishers and booksellers:—W. Clowes and Sons, 14, Charing Cross; Harrison and Sons, 59, Pall Mall; W. H. Allen and Co., 13, Waterloo Place; W. Mitchell, Charing Cross; and Longman and Co., and Trubner and Co., Paternoster Row. Also by A. and C. Black, Edinburgh; D. Robertson, 90, St. Vincent Street, Glasgow; Alex. Thom, Abbey Street; and E. Ponsonby, Grafton Street, Dublin.

6. Any Officers or Serjeants who wish it may be examined for Certificates of Proficiency in the Volunteer year ending 30th November, 1870, in the drill laid down in the Book of Field Exercise, dated May 1867. In such case, however, they must be examined in the following year in drill according to the revised edition above mentioned.

Issue of Snider Arms to Volunteers.

Issue of Snider Arms to Volunteers.

(ISSUED AS A SPECIAL RESERVE FORCES CIRCULAR, 1ST SEPTEMBER, 1870.)

Reserve Forces Circulars, 1870, Clause 24.

1. The Secretary of State has decided to commence the issue of Snider rifles to the Rifle and Mounted Rifle Volunteer Force, according to the following rules.

2. The first issues will be made, subject to the following regulations, to the Battalions which had the highest percentage of efficients in proportion to enrolled strength in the Annual Returns of the 1st of December, 1869. Any corps which receives Snider arms before the 1st of January next will, if they have already received their full allowance of ammunition, be allowed ten rounds of blank cartridge for each arm, on making application to the local Control Officer.

3. The attention of Commanding Officers is called to Article 147 of the Volunteer Regulations, and to paragraph 1 of Volunteer Circular No. 27, which are as follows:—

"The arms are to be deposited after drill in the Armouries "of the Corps, except when the Commanding Officer may "judge it expedient to permit members of the Corps to keep "their arms at their own houses, in which case a written per- "mission is to be given by him to each member who is allowed "to take his arms home. As the Commanding Officer is "responsible to the Government for the condition of the arms "issued to the Corps, it will be his duty to give these per- "missions with care, and any of them may be withdrawn by "him whenever he may consider it necessary. The arms "retained in private custody will be subject to inspection at "any time by the Assistant Inspector of the District, and the "Field Officer Commanding any Administrative Regiment to "which the Corps may belong; and they are to be examined, "at least, once in six months by the Commanding Officer of "the Corps, or by some Officer or Officers appointed by him "for that duty. In any case in which the arms are neglected, "the discretionary power granted to the Commanding Officer "in this article will be withdrawn."

"I am directed by Secretary Lieutenant-General Peel to "call your attention to Article 147 of the Volunteer Regula- "tions 1863, and to inform you that one of the two Inspections "of Arms in private custody to be made by an Officer or "Officers of the Corps, as prescribed in that article, must take "place between the 15th October and 30th November in each "year."

4. The Secretary of State does not desire to withdraw the power given to Commanding Officers by the above article, bu he regrets that in some cases arms in possession of Volunteer

Issue of Snider Arms to Volunteers—*continued.*

have not been properly cared for, and, now that a more delicate weapon is about to be placed in their hands, the provisions of the above article and paragraph will be strictly enforced, and Commanding Officers will caution Volunteers under their command that the Snider arm will quickly deteriorate if not properly cared for, and that any neglect in that respect may also be attended with danger to themselves. Reserve Forces Circulars, 1870, Clause 24—*continued.*

5. Before Snider arms are issued to a Battalion, a Serjeant Instructor, to be selected by the Commanding Officer, and, in the case of Administrative Regiments, such a number of Serjeant Instructors, to be selected by the Commanding Officer of the Regiment, as may be fixed in each case by the Secretary of State, having regard to the number of separate armouries, and the other circumstances of the Regiment, will be required to go through a course of instruction at the Royal Small-Arms Establishment, Birmingham, which will ordinarily occupy about 10 days. Their travelling expenses to and from Birmingham will be paid, and they will receive, while under instruction, an allowance of 1*s.* 2*d.* a-day. On the satisfactory completion of their course, they will receive certificates as certified armourers.

6. The duties of a certified armourer will be thoroughly to examine every arm in his charge once every 3 months; to keep a record of the condition of the arms; to make detailed reports to the Commanding Officer of the Battalion or Administrative Regiment, who will be held responsible that the duties of the armourer are properly performed; and to execute such minor repairs as are laid down in the code of instructions he will receive at Birmingham. A certified armourer will receive an allowance of 1*d.* for each arm in possession of the Corps and inspected by him, payable annually, the payment to be conditional, on a certificate signed by the Commanding Officer that the duty has been satisfactorily performed, and on the satisfactory report of the Government Viewer of the state of such arms.

7. The Snider rifles in charge of Corps will be examined every alternate year by a Government Viewer at the Head-Quarters of each Corps, notice of his visit being given before hand. The certified armourer and the Adjutant of the Corps or Battalion will be present at the examination. Any damage to arms caused by neglect or unfair usage, will be noted by the Viewer as a charge against the Corps. On the conclusion of the examination the Viewer will fill up a return on W. O. Form 597, showing the state of the arms, and specifying any cases of neglect involving a charge against the Corps. The Officer Commanding the Battalion, and the Adjutant, may add their remarks at the foot of the return. In the event of an objection being raised to the report of a Viewer, the arms concerned will be sent at once to the Royal Small-Arms Factory, Birmingham.

Issue of Snider Arms to Volunteers—*continued.*

Reserve Forces Circulars, 1870, Clause 24—*continued.*

and if the second examination confirms the Viewer's report, the expense of carriage will be charged against the Corps.

8. All Snider arms must be sent to the Royal Small-Arms Factory, Birmingham, once in every two years, to be re-browned.

9. A list of tools, &c., for the repair and keeping in order of Snider arms is given in the Appendix. The mandril guide and extractor wrench will be issued for the use of every certified armourer at the public expense. It is presumed that the remaining tools, &c., have already been provided by Corps out of the Capitation Grant.

10. Inspecting Officers will receive instructions to direct their attention to the condition of the arms of Corps at the Annual Inspections, and the Annual Certificate of Efficiency will be withheld from any Volunteer whose rifle may be found in a dirty state at the inspection.

11. The following addition will be made to the Certificate of Efficiency of a Volunteer, to commence with the year 1871.

"6. That the arm in his possession has been inspected in "the course of the preceding year, and found in good order."

12. Officers Commanding Rifle Volunteer Corps will forward at the close of the class firing of the Corps under their command for the present year, and at latest on or before the 31st of October next, to the Assistant Superintendent of Small-Arms, Royal Small-Arms Department, Birmingham, all Pattern 1853 Interchangeable Rifles in possession of the Corps under their command, with a view to their conversion on the Snider principle.

13. These rifles may be distinguished from the Non-interchangeable Arms by their bearing the word "Enfield," or the letters "L. A. C." on the lock-plate.

14. Officers commanding Rifle Volunteer Corps, will send as soon as possible to the War Office a statement of the number of such Arms in possession of the Corps under their Command, and of the probable date at which the Arms will be sent to the Superintendent of Small-Arms at Birmingham.

15. The rifles in question will be packed in arm chests in the usual manner, and the Assistant Superintendent duly informed of their dispatch, and of the number sent.

16. If additional arm chests are required, application for them will be made to the Control Officer of the District.

Issue of Snider Arms to Volunteers—*continued.*

17. In consideration of the fact that it may have been, or may be, necessary for many Rifle Volunteers in the present year to go through their class firing with rifles the grooves of which are impaired, the Secretary of State has fixed 30 instead of 36 as the minimum No. of points to be made by a Volunteer in the 3rd, to enable him to pass into the 2nd Class, during the year ending 30th November, 1870. Reserve Forces Circulars, 1870, Clause 21—*continued.*

18. Rifle Volunteers will not be required to fire 60 rounds in order to obtain the extra certificate of efficiency, but merely to pass into the 2nd Class.

19. The following certificate has accordingly been substituted for that given in Appendix QQ, page 201, of the Volunteer Regulations:—

"**For Rifle Volunteers.**

"We further certify that A B, in the course of the preceding "12 months, passed into the 2nd Class, in accordance with the "Musketry Regulations for the Army."

20. Volunteer Circular 51 is cancelled.

APPENDIX TO CLAUSE 24.

Tools.

Vice, 28 lb.		1
Horses, wood, pairs		1
Clams, pair, wood, lined with cork		1
Drivers, screw	Large	1
	Small	1
Mandril Guide		1
Drifts, wire		1
Wrenches	Extractor	1
	Nipple T.	1
Hammers, small		1
Pliers, pair		1
Rods, cleaning, wood, fitted with muzzle protector		1

Rangoon Oil.

Efficiency—Order of Merit of Corps and Battalions.

The following Table showing the Mounted Rifl Volunteer Corps and Battalions of Rifle Volunteers, arranged in Order of Merit according to percentage of Efficients to Enrolled Members, in Annual Returns, dated 1st December, 1869, is issued with reference to paragraph 2 of Reserve Forces Circular, dated 1st September, 1870, relative to the issue of Snider Arms.

Reserve Forces Circulars, 1870, Clause 25.

MOUNTED RIFLE VOLUNTEER CORPS.

Corps.	Percentage of Efficients.	Corps.	Percentage of Efficients.
6th Devon	85·41	1st Devon	61·70
1st Elgin	79·16	1st Hants	60·87
3rd Devon	65·78	1st Derbyshire	51·42

BATTALIONS OF RIFLE VOLUNTEERS.

Battalion.	Percentage of Efficients.	Battalion.	Percentage of Efficients.
4th Adm. Bn. Devon ..	100·00	1st Adm. Bn. Sutherland	96·78
9th Essex	100·00	2nd Norfolk	96·76
33rd Lancashire	100·00	5th Adm. Bn. Cheshire ..	96·61
40th „	100·00	3rd Glamorgan	96·16
80th „	100·00	5th „	
4th West Riding York ..	100·00	2nd Adm. Bn. Devon ..	96·14
49th Middlesex	99·87	4th Adm. Bn. Stafford ..	96·02
61th Lancashire	99·81	1st Adm. Bn. Stirling ..	95·62
1st Notts	99·80	1st Lanark	95·50
3rd Adm. Bn. Renfrew ..	99·43	3rd Adm. Bn. Lancashire	95·37
2nd Monmouth	99·27	1st Edinburgh	95·30
3rd Lanark	99·10	3rd „	
1st Adm. Bn. Derby ..	99·03	7th West Riding York ..	95·20
8th Lancashire	98·94	1st Ad. Bn. Clackmannan	95·19
56th „	98·89	37th Middlesex	95·00
10th Forfar	98·49	1st Forfar	94·98
4th Lanark	98·42	2nd Adm. Bn. Stafford ..	94·83
7th Surrey	98·36	40th Middlesex	94·82
8th Adm. Bn. Lancashire..	98·31	1st A. B. Northumberland	94·72
1st Adm. Bn. Durham ..	98·30	2nd Adm. Bn. Somerset ..	94·68
1st Midlothian	98·27	9th Adm. Bn. Lancashire	94·35
7th Adm. Bn. Lancashire..	98·17	5th Lancashire	94·33
1st Lancashire		1st Adm. Bn. Cornwall ..	94·32
13th „		19th Lanarkshire	94·23
48th „	98·14	1st Warwick	94·21
54th „		1st Adm. Bn. Perth ..	94·07
83rd „		3rd Adm. Bn. Stafford ..	93·92
1st Aberdeen	98·12	6th Tower Hamlets ..	93·90
1st Adm. Bn. Lanark ..	98·00	1st Adm. Bn. Cumberland	93·55
1st Adm. Bn. Stafford ..	97·94	1st Adm. Bn. Elgin ..	93·52
27th Lancashire	97·72	1st Adm. Bn. Renfrew ..	93·51
82nd „		4th Adm. Bn. Cheshire ..	93·41
31st Lanark	97·54	3rd West Riding York ..	93·40
6th Lancashire	97·25	39th „ ..	
3rd Durham	97·20	2nd Adm. Bn. Cornwall ..	93·30

Efficients—Order of Merit of Corps and Battalions—*continued.*

Reserve Forces Circulars, 1870, Clause 25.—*continued.*

Battalion.	Percentage of Efficients.	Battalion.	Percentage of Efficients.
4th Adm. Bn. Lanark ..	93·29	1st Ad. Bn. Cinque Ports..	84·84
4th Adm. Bn. Lancashire	93·13	2nd Adm. Bn. Shropshire	84·65
105th Lanark	93·02	1st Adm. Bn. Cambridge ..	84·51
1st Sussex..	92·97	2nd Adm. Bn. Kent ..	84·07
1st Adm. Bn. Roxburgh..	92·96	1st Adm. Bn. Forfar ..	83·91
1st Adm. Bn. Banff ..	92·63	2nd Adm. Bn. Surrey ..	83·74
1st Adm. Bn. Argyll ..	92·49	2nd Adm. Bn. Wilts ..	83·73
47th Lancashire	92·07	3rd Adm. Bn. Derby ..	83·63
5th Adm. Bn. W. R. York	92·04	4th Adm. Bn. Kent ..	83·58
1st Adm. Bn. Notts ..	91·92	1st Adm. Bn. Aberdeen ..	83·43
1st Adm. Bn. Ayr ..	91·88	3rd Adm. Bn. Cheshire ..	83·33
1st Adm. Bn. Lincoln ..	91·58	4th Adm. Bn. Hampshire	83·33
1st Adm. Bn. Glamorgan	91·54	3rd Adm. Bn. Devon ..	82·97
1st Adm. Bn. Galloway ..	91·45	1st Adm. Bn. Norfolk ..	82·97
1st Adm. Bn. Ross ..	91·45	3rd Adm. Bn. Lanark ..	82·87
2nd Adm. Bn. Renfrew ..	91·08	1st Adm. Bn. Gloucester ..	82·76
1st Adm. Bn. Cheshire ..	90·99	5th Adm. Bn. Kent ..	82·42
1st A. B. Tower Hamlets	90·95	48th Middlesex	82·32
3rd Adm. Bn. Suffolk ..	90·77	2nd Adm. Bn. Perth ..	82·18
2nd Adm. Bn. W. R. York	90·75	1st Ad. Bn. Westmoreland	82·03
1st Adm. Bn. Shropshire	90·45	25th Lanark	81·80
1st Adm. Bn. Inverness ..	90·43	26th Kent, including late 21st Kent	81·71
31th West Riding York ..	90·40	1st Adm. Bn. Midlothian..	81·65
1st Adm. Bn. Berwick ..	90·28	2nd Ad. Bn. Cinque Ports	81·50
3rd Adm. Bn. W. R. York	89·96	3rd Adm. Bn. Somerset ..	81·26
1st Adm. Bn. Dumbarton	89·59	3rd Adm. Bn. Essex ..	81·10
3rd Adm. Bn. Durham ..	89·34	1st Adm. Bn. Dorset ..	80·93
1st Adm. Bn. Somerset ..	89·24	1st Adm. Bn. Oxford ..	80·86
2nd Adm. Bn. Hampshire	89·21	5th Lanark	80·83
15th Lancashire	89·18	1st Adm. Bn. E. R. York	80·74
28th Middlesex	88·95	2nd Adm. Bn. Aberdeen ..	80·13
1st Adm. Bn. Denbigh ..	88·85	1st Adm. Bn. Herts ..	80·04
5th Adm. Bn. Stafford ..	88·80	1st Adm. Bn. Hants ..	79·67
2nd Adm. Bn. Worcester	88·79	4th Glamorgan	79·34
1st Adm. Bn. Leicester ..	88·58	1st Adm. Bn. Bucks ..	79·31
1st Norfolk	88·49	1st Gloucester	78·96
2nd Adm. Bn. Cheshire ..	88·41	7th Adm. Bn. Middlesex ..	78·60
1st Adm. Bn. Worcester..	88·41	2nd Adm. Bn. Lincoln ..	77·54
2nd Adm. Bn. Forfar ..	88·05	5th Adm. Bn. Lancashire..	77·39
1st East Riding York ..	87·92	1st Newcastle	76·98
8th Northumberland ..	87·87	1st Adm. Bn. Fife	76·83
1st Adm. Bn. Warwick ..	87·73	1st Adm. Bn. Carnarvon	76·76
2nd Adm. Bn. Cambridge	87·71	1st Adm. Bn. Essex ..	76·76
6th Adm. Bn. Lancashire	87·57	1st Adm. Bn. Linlithgow	76·40
2nd Adm. Bn. Glamorgan	87·46	2nd Adm. Bn. Durham ..	76·13
1st Adm. Bn. Flint ..	87·36	1st Adm. Bn. Bedford ..	76·06
1st Ad. Bn. Northampton	87·15	1st Adm. Bn. Surrey ..	76·03
29th West Riding York ..	86·98	39th Middlesex	75·51
3rd Adm. Bn. Aberdeen ..	86·94	21st „	75·20
1st Adm. Bn. Haddington	86·90	1st Adm. Bn. Pembroke ..	75·00
1st Adm. Bn. W. R. York	86·78	29th Middlesex	74·90
2nd Adm. Bn. Monmouth	86·76	2nd Adm. Bn. Middlesex	74·85
1st Adm. Bn. Dumfries ..	86·71	3rd Adm. Bn. Surrey ..	74·19
1st Adm. Bn. Wilts ..	86·41	2nd Surrey	73·57
4th Adm. Bn. W. R. York	86·23	2nd Adm. Bn. Herts ..	73·48
3rd London	85·93	2nd West Riding York ..	72·84
1st Adm. Bn. N. R. York	85·61	4th Adm. Bn. Durham ..	72·64
1st Ad. Bn. Isle of Wight	85·44	1st Adm. Bn. Kent ..	72·48
1st Adm. Bn. Devon ..	85·33	19th Middlesex	72·29
1st Adm. Bn. Brecon ..	84·95	1st Adm. Bn. Sussex ..	72·29
15th Middlesex	84·93		

Efficiency—Order of Merit of Corps and Battalions—*continued.*

Battalion.	Percentage of Efficients.	Battalion.	Percentage of Efficients.
9th Middlesex	72·01	46th Middlesex	65·12
1st Adm. Bn. Berks ..	71·35	1st Adm. Bn. Suffolk ..	64·18
1st Adm. Bn. Montgomery	71·29	1st Tower Hamlets ..	64·17
26th Middlesex	71·15	19th Surrey	64·00
4th Adm. Bn. Surrey ..	70·83	1st Adm. Bn. Carmarthen	62·50
1st Adm. Bn. Monmouth	70·82	2nd Middlesex	62·44
Isle of Man..	70·03	24th Lancashire	62·25
1st Adm. Bn. Hereford ..	69·94	5th Essex..	61·76
2nd London	69·36	1st Adm. Bn. Kincardine	60·50
3rd Cambridge	69·01	2nd Adm. Bn. Norfolk ..	59·84
4th Middlesex	68·91	38th Middlesex	59·17
36th „	67·66	3rd Adm. Bn. Kent ..	58·05
2nd Adm. Bn. Suffolk ..	67·33	1st London	57·38
20th Middlesex	66·55	1st Surrey..	57·08
2nd Adm. Bn. Sussex ..	66·00	22nd Middlesex	54·35
2nd Adm. Bn. N. R. York	65·25	1st Devon..	53·75
1st Middlesex	65·14	1st Oxford	52·26
11th „		1st Huntingdon	46·50
18th „		23rd Middlesex	39·91

Reserve Forces Circulars, 1870, Clause 25—*continued.*

Annual Returns and Nominal Rolls.

1. As the time approaches for the preparation of the Annual Returns and Nominal Rolls of Volunteer Corps the attention of Commanding Officers is again specially directed to the provisions of Volunteer Circular, No. 40, and to the instructions contained in the Circular Memorandum issued from the War Office on the 1st November, 1869. Clause 26.

The following further points are also brought to the notice of Commanding Officers:—

2. *Forms.*—W. O. Forms 1613 and 1631 have been revised so as to meet the requirements of recent Regulations, and a new Form (W. O. Form 654) has been added for returning the Staff of Administrative Regiments. A supply will be forwarded in time for the preparation and transmission of the Returns at the proper date.

3. To prevent confusion, Commanding Officers are particularly requested to have *at once destroyed* all copies of the old Forms (W. O. Forms 1613 and 1631) at present in their possession. Adjutants should take care that the Returns are duly rendered on the revised Forms.

4. *Date of Rendering.*—Commanding Officers should bear in mind that punctuality in the rendering of these Returns is very important.

5. *Honorary Officers.*—In the Annual Returns of past years, Honorary Assistant Surgeons have in many instances been

Reserve Forces Circulars, 1870, Clause 26—*continued.*

returned under the heading for Substantive Assistant Surgeons. This error should be avoided, and it is the duty of the Adjutant to examine the Returns and to rectify any errors in them, before he certifies to their correctness.

6. *Certificates of Proficiency.*—A supply of the various forms given in the Appendix to the Special Reserve Forces Circulars of 29th and 30th August, 1870, has now been printed, and will be supplied on requisition.

7. *Staff.*—Paragraph 2 of Volunteer Circular 40 has been modified, and Capitation Allowances are now admissible on account of the Staff of Administrative Regiments. They are, however, to be returned on the separate W. O. Form 654 before mentioned.

8. Officers of the Staff of Administrative Regiments who also hold Commissions in Corps forming part of such Regiments, should (except in the case of Surgeons or Assistant-Surgeons on the Staff holding Commissions as *Honorary* Assistant-Surgeons of Corps) be included in the Annual Returns of their Corps, and not in those of the Staff.

9. In the Returns of the Staff rendered for the year ended 30th November, 1869, the names of many Members who should have been included were omitted.

10. These Returns should contain the names of all Officers of the Staff, with the exception of Honorary Officers, and of those Officers before referred to who hold substantive Commissions in any of the Corps composing the Administrative Regiment. The Serjeant Instructors on the Permanent Staff should also be included, but the Returns should not include any Non-Commissioned Officer of Royal Artillery, Royal Engineers or Militia, attached as Drill Instructors.

Schools of Instruction.

Reserve Forces Circulars, 1871, Clause 1.

1. Officers of the Reserve Forces who attend a School of Instruction under Clause 6, Reserve Forces Circulars, 1870, will be allowed their actual travelling expenses on joining and leaving the School, provided that the distance travelled either way be not greater than that from the Head-Quarters of their Regiments to the School, and that they obtain the certificate of proficiency referred to in Paragraphs 10 and 11 of the Clause above quoted.

2. Whenever it may be deemed desirable, Officers of Artillery Militia and Volunteers will be permitted to remain under instruction at the Schools for a period not exceeding two months, and to receive for that period the allowances granted by Paragraphs 6 and 7 of Clause 6, Reserve Forces Circulars, 1870.

Special Capitation Allowance.

Special Capitation Allowance.

1. In consequence of the short period of time at the disposal of Officers and Serjeants of Volunteers to earn, during the current year, the special Capitation Allowance of 2*l.* 10*s.*, granted under the provisions of Reserve Forces Circular, dated 30th August, 1870, the Secretary of State for War has decided to extend the period during which the allowance may be earned from 30th instant to 31st March, 1871. Reserve Forces Circulars, 1871, Clause 8.

2. Commanding Officers of Volunteers will therefore not include any such Officers and Serjeants in the Annual Returns and Nominal Rolls to be rendered on the 1st proximo, but will transmit separate returns on their account on the 1st April, 1871, or as soon after that date as possible.

3. Officers and Non-commissioned Officers will be permitted to pass in the old drill until the 1st proximo, but after that in the new only.

Examination of Officers, &c.

The Secretary of State for War has made the following alterations in Clause 21, Reserve Forces Circular, 1870 (issued as a Reserve Forces Circular, 30th August, 1870) :— Clause 9.

1. An Officer wishing to be attached to a Regiment of Cavalry, Infantry, or Infantry Militia, under paragraph 2, will apply through his Commanding Officer, on W. O. Form 525 or 526, to the Assistant Adjutant-General of the District, instead of to the War Office.

2. When it is desired that arrangements be made under paragraph 3 for the examination of Officers by a Field Officer of the Regular Forces, or by a Board, the Commanding Officer of Volunteers will apply to the Assistant Adjutant-General of the District, who will be the examining Field Officer, or act as President of the Board, and summon two Adjutants of Reserve Forces to attend it. This duty may also be performed when convenient by Commandants of Schools of Instruction at their several stations.

3. As it is important that the examinations of Officers of Artillery and Engineer Volunteers for Certificates of Proficiency should be conducted under one system and be uniform in their character, arrangements will be made for the examination of such Officers by Officers of the Royal Artillery and Royal Engineers, specially appointed for the purpose.

4. Commanding Officers of Artillery and Engineer Corps and Administrative Regiments, are requested to notify to the Adjutant-General at the Horse Guards the names of those Officers under their command who are prepared to be examined for Certificates of Proficiency, in order that arrangements may be made for the examinations to be carried out by Districts.

Examination of Officers, &c.—*continued.*

Reserve Forces Circulars, 1871, Clause 9—*continued.*

5. All claims for the capitation allowance of 20*s.* or 30*s.*, as the case may be, earned under Articles 259 or 260 of the Volunteer Regulations, will be made in the Annual Returns and Nominal Rolls, dated 1st instant; and no claim will be made in the Annual Returns for special capitation allowances of 2*l.* 10*s.*; all such claims will be made in the separate return to be transmitted on the 1st April, 1871.

6. An Officer of Volunteers who also holds a commission in the Militia will not be permitted to earn the special capitation allowance of 2*l.* 10*s.*

7. Officers of Volunteers who have held commissions as Field Officers and Captains in a similar arm of the Regular Forces, and Subalterns who have passed the examination for promotion to the rank of Captain, may be returned in the list of Proficients without examination, the rank each Officer held when in the Regular Forces being stated against his name in the Return.

8. Paragraph 6 has been amended and will now stand as follows:—

"Officers of Volunteers holding Certificates of Proficiency will "be allowed to have the letter p., and if they have passed through "a School of Instruction the letters p.s. placed after their names "in the Army List; with a view to this, when a certificate has "been obtained in one of the modes pointed out in paragraphs "1, 2, and 3, the Officer who signs the certificate will send a "notification to that effect, to the Under Secretary of State for "War, with the words 'Army List' in the corner of the cover, in "the Forms as given in the Appendix." (*See* Appendix to this Clause).

9. No classes will be formed at the Schools of Instruction until the month of February next.

APPENDIX TO CLAUSE 9.

Sir,

I HAVE the honour to report for the information of the Secretary of State that I have granted _____ Certificate ___ of Proficiency to the undermentioned officer ___ of the Reserve Forces :—

Regiment.	Rank.	Name.

I have the honour to be,

Sir,

Your obedient Servant,

The Under Secretary of State,
War Office, London, S. W.

Appendix to Clause 9—*continued.*

SCHOOL OF INSTRUCTION, AT _____

SIR,

I HAVE the honour to report for the information of the Secretary of State that the undermentioned Officer___ ha___ passed satisfactorily through this School of Instruction.

Regiment.	Rank.	Name.

I have the honour to be,

Sir,

Your obedient Servant,

The Under Secretary of State,
War Office, London, S.W.

Army List.

SPECIAL RESERVE FORCES CIRCULAR.

WAR OFFICE,
8th February, 1871.

HER MAJESTY has been graciously pleased to continue the General Arrangements with respect to the Command of the Militia, Yeomanry Cavalry, Volunteers, Enrolled Pensioners, and Army Reserve, contained in Clause 1, Reserve Forces Circular, 1870, until further orders.

EXTRACTS from Circular above referred to, showing arrangements for Command of Reserve Forces during Training, Drill, Inspection, &c.

"CONSOLIDATION OF THE RESERVE FORCES.

"General Arrangements.

"1. With a view to promote the greater efficiency of the several Reserve Forces, and to consolidate for defensive purposes all the Military Forces of the country, Her Majesty has been graciously pleased to approve of the establishment of a closer connection between the Regular and Reserve Forces by placing them under the same Military Command.

"2. Her Majesty has, therefore, been pleased to place the several Regiments and Corps of Militia, which may be called out for training and exercise in the course of this year, for the period of their assembly, training, or exercise, under the Command of the General Officers of the Regular Forces Commanding in the Districts within which such Militia Regiments or Corps are assembled, trained, or exercised respectively. 32 Vict., c. 13, § 1.

"3. Her Majesty has been further pleased to place the several Regiments and Corps of Yeomanry Cavalry when assembled, marched, or doing voluntary military duty, under the Command of the General Officers of the Regular Forces Commanding in the Districts in which such Regiments and Corps shall respectively be assembled, marched, or doing military duty. 44, Geo. III., c. 54.

"4. Her Majesty has moreover been pleased to place all Volunteers who, during the present year shall undergo inspection, or be voluntarily doing any military duty, under the Command of the General Officers of the Regular Forces Commanding in the Districts within which such Volunteers shall be undergoing inspection, or doing any such military duty, during such duty or inspection. 26 and 27 Vict., c. 65, s 9.

Special Reserve Forces Circular—*continued.*

42 Geo. III., c. 90, §. 111.

"5. Such Command in all cases will be so exercised as that such Militia, Yeomanry, and Volunteers shall be led by their own respective Officers, and that Officers appointed to inspect or to command such Forces, whether alone or joined with the Regular Forces, shall be senior in rank to every Officer of the Force commanded or inspected.

6 and 7 Vict., c. 95, §. 11.
30 and 31 Vict., c. 110, §. 6.

"6. Her Majesty has been further pleased to direct that the Enrolled Pensioners and Army Reserve, shall be placed under the Command of the General Officers of the Regular Forces Commanding in the Districts within which such Enrolled Pensioners and Army Reserve may be assembled for training or exercise."

WAR OFFICE,
9th February, 1871.

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